

COMPLIANCE CHECKLIST

► Renal Dialysis Facilities

The following Checklist is for plan review of hospital and clinic facilities, and is derived from the AIA Guidelines for Design and Construction of Health Care Facilities, 2006 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000, Regulations for Licensing of Out-of-Hospital Dialysis Units 105 CMR 145.000 and Department Policies. Applicants must verify compliance of the plans submitted to the Department with all the requirements of the AIA Guidelines, Licensure Regulations and Department Policies when filling out this Checklist. The completed DPH Affidavit Form must be included in the plan review submission for Self-Certification or Abbreviated Review Part II. A separate Checklist must be completed for each outpatient department.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- State Building Code (780 CMR).
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board Regulations (521 CMR).
- Local Authorities having jurisdiction.

Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line (____) of this Checklist must be filled in with one of the following checklist symbols, unless otherwise directed. If an entire Checklist section is not affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (____) before the section title (e.g. E EXAM ROOMS). If more than one space serves a given required function (e.g. exam room), two checklist symbols separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

X = Requirement is met, for new space, for renovated space, or for existing support space for an expanded service.

E = Requirement relative to an existing suite or area that has been *licensed* for its designated function, is *not affected* by the construction project and *does not pertain to a required support space* for the specific service affected by the project.

☒ = Check box under section titles or individual requirements lines for optional services or functions that are not included in the health care facility.

W = Waiver requested for Guidelines, Regulation or Policy, where hardship in meeting requirement can be proven (please complete Waiver Form for each waiver request, attach 8½" x 11" plan & list the requirement reference # on the affidavit).
3. Mechanical, electrical & plumbing requirements are only partially mentioned in this checklist. Section **3.1-7** of the Guidelines must be used for project compliance with all MEP requirements and for waiver references.
4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
5. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.
6. Reference to a requirement from the AIA Guidelines in any waiver request must include the chapter number (e.g. "**3.10-**") and the specific section number.

Facility Name:

Facility Address:

Satellite Name: (if applicable)

Satellite Address: (if applicable)

Project Description:

Proposed Numbers of Dialysis Stations

Total Number of Dialysis Stations =

Number of Isolation Stations =

Number of Home Training Stations =

Building/Floor Location:

Submission Dates:

Initial Date:

Revision Date:

Note: All room functions marked with "X" must be shown on the plans with the same name labels as in this checklist

3.10- ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****3.1-1.4 ENVIRONMENT OF CARE**

1.4.1 ☐ Design ensures patient acoustical & visual privacy

3.1-1.6 FACILITY ACCESS

1.6.2 ☐ Building entrance
☐ grade level
☐ clearly marked
☐ access separate from other activity areas
 1.6.3 ☐ Design precludes unrelated traffic within the facility

2.1 EXAMINATION ROOM

☐ Min. 100 sf
☐ Writing surface

☐ Handwashing station
☐ Min. 6 air ch./hr

2.2 TREATMENT AREA

2.2.1 ☐ Open area
☐ Separate from administrative & waiting areas
 2.2.1.2 ☐ Provisions for privacy for each patient
 145.210 ☐ Total room floor area min. 110 sf per dialysis station
 (including aisles, excluding nurse station)
 2.2.2.1 ☐ Min. 80 sf per individual patient treatment area
 2.2.2.2 ☐ Min. 4'-0" space between treatment chairs

☐ Handwashing stations
☐ min. 1 station per 4 chairs
☐ uniformly distributed
☐ Min. 6 air ch./hr

☐ Lighting on emergency power
☐ Min. 2 el. duplex recept. on
 emergency power per station
 (1 on each side)

2.2.3 ☐ Nurse station
☐ located within dialysis treatment area
☐ designed to provide visual observation of all patient stations

☐ Lighting on emerg. power

2.3.2 ☐ Bloodborne infection isolation room
 145.220 ☐ min. 110 sf

☐ Handwashing station
☐ Min. 6 air ch./hr
☐ Lighting on emergency power
☐ Min. 2 el. duplex recept. on
 emergency power per station
 (1 on each side)

2.3.1 ☐ Airborne infection isolation room
☐ check if service not included in facility
☐ min. 110 sf
☐ monolithic ceiling **or** ☐ washable clipped-down
 ceiling tiles

Mechanical Ventilation (Table 2.1-2)

☐ vent. positive to toilet
☐ vent. negative to work area
☐ min. 12 air ch./hr (exhaust)
☐ visual monitoring of room
 pressure & airflow direction

2.1-3.2.2.4
 (1) ☐ entry through work area
☐ alcove directly inside the room
☐ handwashing station
☐ clean storage
☐ soiled holding
 (2) ☐ door self-closing
 (3) ☐ toilet room with direct access from isolation room
 (not through work area)

☐ Lighting on emergency power
☐ Min. 2 el. duplex receptacles on
 emerg. power (1 on each side)

☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)

2.3.3 ☐ Home training room
☐ check if service not included in facility
 2.3.3.1 ☐ min. 120 sf
 2.3.3.2 ☐ counter

☐ Handwashing station
☐ Separate drain for fluid disposal
☐ min. 6 air ch./hr

3.10- ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****2.4 SUPPORT AREAS for Dialysis Treatment**

- 2.4.1 ☐ Medication station
☐ check if service not included in facility
- 2.4.1.1 ☐ work counter
- 2.4.1.2 ☐ controlled storage, preparation, distribution & refrigeration of medications

- ☐ Handwashing station
☐ Vent. min. 4 air ch./hr
☐ Lighting on emerg. power

- 2.4.2 ☐ Nourishment station
☐ check if service not included in facility
☐ work counter
☐ refrigerator
☐ storage cabinets

- ☐ Sink
☐ Vent. min. 10 air ch./hr

- 2.4.3 ☐ Clean workroom **or** ☐ Clean supply room
☐ counter (for holding clean & sterile materials)
☐ handwashing station
☐ storage facilities ☐ storage facilities

- ☐ Vent. min. 4 air ch./hr
☐ Lighting on emerg. power

- 2.4.4 ☐ Soiled workroom
☐ work counter
☐ space for waste receptacle
☐ space for soiled linen receptacle

- ☐ Clinical flushing-rim sink
☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)
☐ Lighting on emerg. power

- 2.4.5 ☐ Housekeeping room
☐ storage space for housekeeping supplies & equipment

- ☐ Floor receptor sink
☐ Vent. min. 10 air ch./hr (exhaust)

2.5 SUPPORT AREAS for Staff

- ☐ Staff clothing change area
☐ lockers
☐ toilet & shower room
☐ Staff lounge

- ☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)

2.6 SUPPORT AREAS for Patients

- 2.6.1 ☐ Patient toilet
- 2.6.2 ☐ Storage space for patient belongings

- ☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)
☐ Emergency call station

3 SERVICE AREAS

- 3.1 ☐ Reprocessing room
☐ check if service not included in facility (if dialysers are disposable)
- 3.1.1 ☐ layout designed for one-way flow of materials from soiled to clean
- 3.1.2 ☐ provisions for temporary refrigerated storage of dialyzers
☐ decontamination/ cleaning areas
☐ processors
☐ packaging area
☐ dialyzer storage cabinets

- ☐ Utility sink
☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)
☐ Negative pressure
☐ Lighting on emerg. power
☐ Min. 1 el. duplex receptacle on emerg. power

3.10- ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- 3.2 ☐ Equipment & supply storage
- 3.2.1.2 ☐ storage space for wheelchairs
☐ located out of direct line of traffic
- 3.2.2 ☐ clean linen storage (may be part of clean storage room or cart stored in alcove under staff control)
☐ equipment storage room
- 3.2.3 ☐ dialysis solutions preparation room
☐ storage space
☐ holding tanks
- 3.3 ☐ equipment repair room
☐ ☐ check if service not included in facility
☐ work counter
☐ storage cabinet
- 5.1.3 ☐ Water treatment equipment room
- 4.1 ☐ PUBLIC AREAS
☐ Waiting room
☐ Toilet room
☐ Provisions for drinking water
☐ Telephone for public use
☐ pay phone or wall-hung standard phone (local calls)
☐ conveniently accessible
☐ Seating accommodations for waiting periods
- 3.2-3.2 ☐ ADMINISTRATIVE AREAS
- 3.1-4.2.1 ☐ Interview space
☐ provisions for privacy
- 3.1-4.2.2 ☐ General or individual offices for professional staff
- 3.2-3.2.1.1 ☐ Administrative office
☐ provisions for privacy
- 3.2-3.2.1.2 ☐ Clerical space
☐ separate from public areas
- 3.2-3.2.3 ☐ Multipurpose room
☐ adequate for conferences, meetings & health education
- 3.2-3.2.4 ☐ Medical records
☐ filing cabinets & space for secure patient records storage
☐ provisions for ready retrieval.
- 3.2-3.2.5 ☐ Administrative supply Storage
- 3.2-3.2.6 ☐ Support areas for staff
☐ staff toilet
☐ staff lounge
- 3.1-4.2.5 ☐ storage for staff personal effects
☐ locking drawers or cabinets
☐ convenient to individual workstations
☐ located for staff control
- ☐ Lighting on emerg. power
- ☐ Utility sink
☐ Emergency power
- ☐ Handwashing station
☐ Deep service sink
- ☐ Emergency power
- ☐ Vent. min. 6 air ch./hr
☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)

GENERAL STANDARDS**DETAILS AND FINISHES (3.1-5.2)****Corridors (5.2.1.1)**

- ☐ Min. outpatient corridor width 5'-0"
- ☐ Min. staff corridor width 44"
- ☐ Fixed & portable equipment recessed does not reduce required corridor width
- ☐ Work alcoves include standing space that does not interfere with corridor width
 - ☐ check if function not included in project

Ceiling Height (5.2.1.2)

- ☐ Min. 7'-10", except:
- ☐ 7'-8" in corridors, toilet rooms, storage rooms
- ☐ sufficient for ceiling mounted equipment
- ☐ Min. clearance 6'-8" under suspended pipes/tracks

Exits (5.2.1.3)

- ☐ Two remote exits from each floor

Doors (5.2.1.4)

- ☐ Doors for patient use min. 3'-0" wide

Glazing (5.2.1.5):

- ☐ Safety glazing or no glazing within 18" of floor

Handwashing stations locations (5.2.1.6)

- ☐ located for proper use & operation
- ☐ sufficient clearance to side wall for blade handles

Floors (5.2.2.2)

- ☐ Floors easily cleanable & wear-resistant
 - ☐ washable flooring in rooms equipped with handwashing stations (Policy)
 - ☐ wet-cleaned flooring resists detergents
- ☐ Thresholds & expansion joints flush with floor surface (5.2.1.7)

Walls (5.2.2.3)

- ☐ Wall finishes are washable
- ☐ Smooth & moisture resistant finishes at plumbing fixtures

ELEVATORS

- | | | |
|--|----|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Provide at least one elevator in multistory facility <ul style="list-style-type: none"> <input type="checkbox"/> wheelchair accessible <input type="checkbox"/> each elevator meets requirements of 3.1-6.2 | or | <ul style="list-style-type: none"> <input type="checkbox"/> Each floor has an entrance located at outside grade level or handicapped accessible by ramp from outside grade level |
|--|----|---|

PLUMBING

- ☐ Water supply piping & drainage piping for handwashing stations are separate from hemodialysis piping (**3.10-5.1.2**)

Handwashing Station Equipment

- ☐ Handwashing sink
- ☐ Hot & cold water supply
- ☐ Soap dispenser
- ☐ Hand-drying provisions

Sink Controls (1.6-2.1.3.2)

- ☐ Wrist controls or other hands-free controls at all handwashing sinks
- ☐ Blade handles max. 4½" long

MECHANICAL ((3.1-7.2)

- ☐ Ventilation airflows provided per Table **2.1-2**
- ☐ Exhaust fans located at discharge end (7.2.5.3(1)(c))
- ☐ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes (7.2.5.4(1))
- ☐ Contaminated exhaust outlets located above roof (7.2.5.4(2))
- ☐ Ventilation openings at least 3" above floor (7.2.5.4(4))
- ☐ At least one 30% efficiency filter bed per Table **3.1-1**

ELECTRICAL (145.291)

- ☐ Emergency generator
 - ☐ automatic transfer switch
 - ☐ emergency lighting of
 - ☐ corridors & exitways
 - ☐ generator location
 - ☐ switch gear location
- ☐ emergency power to:
 - ☐ HVAC systems
 - ☐ fire alarm
 - ☐ essential refrigerators
 - ☐ check if service not provided
 - ☐ extinguishing systems
 - ☐ check if service not provided